

OCS STUDENT ENROLLMENT PREREQUISITE CHECKLIST

NAME (LAST, FIRST, MI) _____ SSN _____

UNIT: _____

HOR: _____

E-MAIL ADDRESS: _____

_____ COMMANDERS LETTER OF RECOMMENDATION

_____ APPLICATION FOR ADMISSION TO OCS (AND/OR ATTRS)

_____ BIRTH CERTIFICATE DOB: _____ AGE AT COMMISSIONING: _____

_____ PROOF OF CITIZENSHIP, NATURALIZED CITIZENS (IF APPLICABLE)

_____ NAME CHANGE DOCUMENT (IF APPLICABLE)

_____ EVIDENCE OF SECRET CLEARANCE JPAS STATEMENT (OR THE ABILITY TO GET ONE BEFORE PHASE 1)

_____ DD 214 (Certificate or release or discharge active duty) / DD 220 (Active duty report) / NGB 22 (Report of separation and record of service) REFLECTING ALL NATIONAL GUARD, USAR & ACTIVE DUTY TOURS (MUST REFLECT COMPLETION OF BCT AND AIT)

_____ GT SCORE (MIN 110) ANNOTATED ON DA FORM 2-1 OR ENLISTMENT CONTRACT _____ (SCORE)

_____ COLLEGE TRANSCRIPT: RAISED SEAL TRANSCRIPT COMMISSION (MIN OF 60 SEM HOURS OR 90 QTR HOURS) OFFICIAL TRANSCRIPT _____ QTR HRS _____ SEM HRS _____ DEGREE _____

_____ DA 5500-R OR DA 5501-R (AS REQUIRED) HT/WT ____/____ BODY COMPOSITION ____%
MAX ALLOWABLE ____%

_____ SIGNED DA FORM 705 FROM CURRENT TRAINING YEAR APFT

_____ OCS STATE ENLISTMENT OPTION COPY IF APPLICABLE (DA FORM 1966) & DD FORM 220

_____ VOLUNTARY DISCLOSURE FORM

_____ ETS DATE (MUST BE LATER THAN END OF COURSE)

_____ SSAN CARD (COPY)

_____ ANNUAL MEDICAL CERTIFICATE (AMC)/PERIODIC HEALTH ASSESMENT (PHA) FOR CURRENT TY

_____ CHAPTER 2 COMMISSIONING PHYSICAL (INCLUDING DAT AND HIV TEST RESULTS - SF 88/93 OR DD 2808/2807-1)

REMARKS: _____

APPROVED _____ CONDITIONALLY APPROVED _____ DISAPPROVED _____

Comments:

PRESIDENT OF BOARD
Signature

ALL PACKETS MUST BE TURNED INTO THE RTI

COMMANDER'S INTERVIEW GUIDE

Unit Commander's Guide for Commissioning Program Interview

_____ Does the soldier meet height and weight standards IAW AR 600-9?

_____ Did the soldier pass APFT during current training year?

_____ Is the soldier on a profile?

_____ Is the soldier flagged?

_____ Does the soldier meet civilian education requirements for the program (60 SEM hrs)?

_____ Can the soldier be commissioned prior to his/her 30th birthday, if not will need TAG waiver to age 35. Age 35 to 42 requires NGB waiver.

_____ Can soldier attend all OCS drills and complete the course? Historically, attendance issues include civilian education, employee conflicts, family hardships, financial hardships, medical problems, lack of motivation and adaptability, and habitual absenteeism.

_____ Soldier has all required Clothing and Equipment for the course. If soldier does not have all of the required Clothing and Equipment, a memorandum from the unit explaining why will be placed in the initial OCS Packet.

GENERAL INFORMATION

Inform applicants of the requirements to complete BOLC III following commissioning. The requirement is to be enrolled within 18 months of commissioning. There is one six month extension that can be granted. Failure to complete this course will result in the forfeiture of the commission and the individual will be reduced to previous enlisted rank.

BIRTH CERTIFICATE

- Please include a legible copy (DO NOT USE ORIGINAL) of applicant's birth certificate in the OCS application packet.
- Verify age at graduation (August of following year) and annotate on OCS Prerequisite Checklist.
- A verification of Birth Form used by recruiters to enlist individual will not be acceptable.
- Verify that applicant name is spelled the same as on other documents in the application packet.

NAME CHANGE

- Please include appropriate documents, if applicant has gotten married, divorced, adopted or has gone to court to have his/her name legally changed.

PROOF OF CITIZENSHIP

- Verify that applicant was born in the United States or is a Naturalized citizen.
- If applicant was not born in the United States, applicant must produce documentation of being a US citizen (i.e. naturalization papers)
- Do not enclose a copy of the naturalization form, instead complete memorandum in accordance with NGR 600-100, figure 3-1 or 3-2.
- If applicant is not a US citizen, enclose in packet verification that he/she has applied for US citizenship.

CHAPTER 2 COMMISSIONING PHYSICAL

Please make sure copy of physical is legible.

Check the following:

- 1) Date taken: Must be prior to Phase I and within 24 months of commissioning.
- 2) Physical has been signed off by physician and reviewing officer.
- 3) Individual has passed color vision to include red/green testing.
- 4) If Chapter 2 Physical cannot be done prior to Phase I, a TAG waiver will be done at the RTI.

COLLEGE TRANSCRIPT

- Please include a clear and legible copy of the candidate's college transcript
- Candidate must have completed 60 semester hours/ 90 quarter hours at an accredited college for enrollment
- To graduate the OCS course, you must have completed 90 college credits. Candidates without a College Degree will need to have an Education Plan during Phase II of the course.
- Multiple transcripts are acceptable for enrollment
- One official transcript must be sent directly from the college to the address stated below.

HQ, 101ST REG (RTI)
ATTN: SFC McCallum
Bldg #5222, Turpentine Road
Camp Edwards, MA 02542-5003

GT SCORE

- ASVAB GT score must be 110 or higher prior to the start of Phase I (cannot be waived).
- To verify test score, a copy of the applicants DA 2-1, block 8 or page 1 of the DD 1966 enlistment form will be included in the packet.

PROOF OF BASIC TRAINING AND AIT

- Include NGB 22, DD 214, DD 220 and any other documentation reflecting all National Guard, United States Reserve, and/or Active Duty Time.
- On all forms, verify the applicant has an honorable discharge
- Verify what type of reentry code applicant has been given. Verify that individual will not need a waiver to be commissioned.
- If applicant needed waiver to re-enlist, he/she will need another waiver approved for commissioning.

BASIC COURSE CONTRACT

I understand that if I am accepted to attend the Massachusetts Officer Candidate School that I will be required to complete a BOLC III (Basic Officer Leadership Course) within twelve months from the date of my appointment.

Signature of Applicant

Printed Name

Signature of Witness

Printed Name

SECURITY CLEARANCE VERIFICATION

- Applicants counseling form must be included in packet to show he/she has been counseled on needing secret clearance.

SECURITY CLEARANCE STATEMENT OF UNDERSTANDING

I understand that if I am commissioned in the Massachusetts Army National Guard, I will be required to obtain a Final Secret Clearance. I also understand that if the results of the investigation are unfavorable, I will be subject to discharge if found to be ineligible to hold an appointment. I also understand that waivers of this requirement will not be granted.

Printed Name

Signature

SOCIAL SECURITY CARD

Please include the following letter signed by the unit commander, along with a legible copy of the Applicant's Social Security Card.

VERIFICATION OF SOCIAL SECURITY CARD

DD-MONTH-YYYY

I have this date verified that the following Social Security Number ###-##-#### is identical to the number listed on the Social Security Card issued to First Middle Last

Commanders Name
Unit

OCS TESTS AND EVENTS

The following tests and events will be conducted during training at Officer Candidate School. Candidates must pass each to remain in training, and all to be commissioned.

Phase 0:

- APFT 1

Phase I:

- Five-mile foot march
- Peer evaluation # 1
- POI Training – Must attend all Phase III POI training
- Training Management Examination
- Land Navigation Written Examination
- Land Navigation Day Practical Examination
- Land Navigation Night Practical Examination
- At least one Leadership Position Evaluation
- Instruct one Warrior Task and Battle Drill
- Warrior Task and Battle Drills Practical Examination
- Must be recommended by the OCS company commander as possessing the ability to acquire the leadership skills, attitudes and knowledge required of a second lieutenant prior to graduating Phase I training and beginning Phase II training.

Phase II:

- Peer evaluation # 2
- POI Training – Must attend all Phase II POI training
- Operations Examination
- Tactics Examination
- Call for Fire Examination
- Leadership Examination
- Military Justice Examination
- Heritage and History Examination
- Supply Activities Examination
- Elements of Military Intelligence Examination.
- Peer evaluation # 3
- Seven-mile foot march
- Ten-mile foot march
- Field Leadership Exercise (FLX) I
- APFT # 2
- Three Mile Formation Run
- Leadership Position Evaluations – Must receive and complete a minimum of one leadership position evaluation during Phase II. Candidate must attain an “E” or an “S” rating to move on to Phase III.
- Must be recommended by the OCS company commander as possessing the ability to acquire the leadership skills, attitudes and knowledge required of a second lieutenant prior to graduating Phase II training and beginning Phase III training.

Phase III:

- Combat Water Survival Test
- Obstacle Course
- POI Training – Must attend all Phase III POI training
- Leadership Reaction Course (LRC) – Must participate as a squad member and as a squad leader
- FLX II
- Leadership Position Evaluations – Will receive and complete a minimum of two leadership position evaluations during Phase III. One for the LRC and one for FLX II Operations. Candidate must attain an “E” or an “S” on their FLX II operations evaluation to graduate Phase III.
- Must be recommended by the OCS company commander as possessing the leadership skills, attitudes and knowledge required of a second lieutenant prior to graduating Phase III and OCS.